



## JOB DESCRIPTION

**POSITION TITLE:** Family Support Specialist

**ORGANIZATION RELATIONSHIP and PURPOSE:**

The family support specialist reports directly to the Clinical Director

**POSITION SUMMARY:**

Provides mental health services for children ages 0-18 with emphasis on ages 0-5 and their families. Utilizes wrap-around support services for clients and their families in order to help to clients reach their therapeutic goals. Promote and model ethical sound professional and clinical judgment in working with clients, staff, and community. Participate and contribute to a positive and supportive work environment. Share in the upkeep and care of the facility. Participate in community events and presentations. Participate in special time studies and information required for grant reports.

**DUTIES AND RESPONSIBILITIES OF POSITION:**

1. Screening
  - ◆ Screens children and parents with the appropriate screening instruments
  - ◆ Scores instrument
  - ◆ Under clinical supervision develops a Referral plan based upon screening results
  - ◆ Refers and does follow through to assure that the client connected.
  - ◆ Participate in grant related meeting
  - ◆ Maintains data and charting in a timely manner
2. Services
  - ◆ Co-facilitate children and parent groups
  - ◆ Co-facilitate PCIT therapy
  - ◆ Support licensed clinician by providing follow up wrap around services
  - ◆ Comply with confidentiality policies/HIPAA
3. Other Responsibilities
  - ◆ Attend and participate in team meetings, staff meetings and required trainings. Present cases to assess effectiveness of treatment, level of treatment, and review and update treatment goals.
  - ◆ Provide the highest possible level of service to clients.
  - ◆ Promote teamwork and cooperative effort among employees.
  - ◆ Maintain safe practices.
  - ◆ Abide by the Child Haven's policies and procedures.

**MINIMUM REQUIREMENTS:**

1. Education and Experience
  - ◆ B.A./B.S. in Social Work, Psychology, Child Development or related field or related work experience with children and families.
2. Special Skills, Licenses and Certifications
  - ◆ Excellent written and oral communications skills.
  - ◆ Excellent inter-personal skills to develop and maintain critical internal and external relationships.
  - ◆ Ability to work with individuals of diverse backgrounds.
  - ◆ Ability to handle varying situations with tact and diplomacy.
  - ◆ Ability to work both independently and in a team setting.
  - ◆ Bilingual in Spanish.
  - ◆ Computer literate.

- ◆ Valid California driver's license.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- ◆ Close contact with clients.
- ◆ Must be able to operate a vehicle on company business.

**EMPLOYER RIGHTS**

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, funding considerations, or work environment change.